

**Subject: Procedures for Input of Marine Corps PCS Transportation Account Codes (TAC) in TOPS for Phase 1 of DOD Families First Program**

The implementation of Phase 1 of the DOD Families First Program will require the Personal Property Shipping Offices (PPSO's) to enter the four position Transportation Account Code (TAC) with other shipment data into the local TOPS system. This change, which only applies to those HHG shipments that are being evaluated under the Families First Program, will eliminate the entry of the entire Line of Accounting (LOA) that was previously required. The four-position code is contained with other pertinent accounting data on the member's set of Permanent Change of Station (PCS) orders. The TAC is always the first 4 positions in the **Cost Code** of the PCS (LOA) and will begin with the constant of "M" for Marine Corps. It will be the responsibility of the Transportation Office to ensure the correct Marine Corps TAC associated with the shipment is identified from the member's PCS orders or Marine Corps Bulletin (MCB) 4610 (see below to access MCB 4610). An example of the PCS accounting data as it will appear on the member's orders is provided below with reference to the actual TAC structure you will be working with. This reference can be used as a guide to ensure the appropriate TAC is properly identified and key entered into your local TOPS shipment system. The input of the proper Marine Corps TAC is a critical element to the successful processing of the financial data that will be cited on the Powertrack Monthly Summary Invoice (PSI) and forwarded to DFAS where the payment to U.S. Bank will occur.

MARINE CORPS PCS ORDERS LINE OF ACCOUNTING: Example

**The Cost Code is always the last 12 digits of the LOA and the first 4 digits are the TAC Code.**

**Cost Code**

- 17\*1105.2754 022 45690 \_ 067443 2D 000000 **M8A\*00074152**
- **TAC Code – M8A\*    \* is the fiscal year**
- **The Marine Corps Bulletin can be accessed at:**

<http://www.hqmc.usmc.mil/lftweb.nsf>

**Click on: Other Documents**

**Click on: Appropriate fiscal year MCB 4610 which is required**